

USING THE CCSEQ

There are three steps involved in using the *CCSEQ*.

1. **Order the number of questionnaires you need.**
See enclosed order form.
2. **Distribute the CCSEQ to the students you wish to survey.**
When you order the questionnaires you will be sent some suggestions for administration. Distributing questionnaires to students in selected courses may be the most efficient procedure.
3. **Send the completed questionnaires for processing to National Information Services (NIS) in Minnesota.**
NIS will scan and score the questionnaire responses and put all your data on a diskette.

WHAT ARE THE COSTS?

- | | |
|---------------------------------|------------------------------------|
| 1. Purchase of CCSEQ | \$.75 per copy of the CCSEQ |
| 2. Processing Fee | \$1.50 per completed questionnaire |
| 3. Purchase of tape or diskette | \$70.00 |

SOME QUESTIONS THAT CAN BE ANSWERED FROM THE CCSEQ RESULTS

- Are there significant differences in the college experience between minority students and others?
- Are there important differences in the levels of involvement and achievement between day and evening students?
- How much do contacts with faculty members and advisors contribute to student satisfaction and achievement?
- To what extent do students in occupational programs make progress toward general education objectives?

The CCSEQ can be used periodically to assess hoped-for improvements in student involvement and achievement resulting from systematic college initiatives. For example, at one college the results of the CCSEQ led to the development of special programs designed to increase student involvement in the arts, writing activities, library use, and contact with faculty. The college plans to administer the CCSEQ a second time to determine the extent to which the intended outcomes of the special programs were achieved.

CCSEQ ORDER FORM

1. Send _____ copies of the CCSEQ to:

Name _____

Institution _____

Address _____

City, State, Zip _____

Phone Number _____

2. The questionnaires are needed on or before (date) _____

Please indicate the date of this order. _____

3. Costs:

_____ copies of CCSEQ @ \$.75 per copy \$ _____

4. Payment Arrangements: (Please check one.)

_____ Enclosed is a Purchase Order. (You will be billed.)

_____ Enclosed is a Check. (Please make all checks payable to: REGENTS UC.)

5. Agreement:

It is understood that after the questionnaires are filled out, you will send them to National Information Services for processing. The processing fee is \$1.50 per completed questionnaire. Your school will be billed for processing costs after the processing and data is completed. There is a charge of \$70.00 for the tape or diskette containing all the data from your college.

6. Your data will be put on a tape or diskette. Please indicate which type of output media you would like.

_____ 3.5" diskette IBM

_____ 5.25" diskette

_____ 3.5" diskette MAC

_____ Magnetic Tape

7. Address all orders to: C. Robert Pace, UCLA Center for the Study of Evaluation, 145 Moore Hall
405 Hilgard Ave., Los Angeles, CA 90024-1522

8. For additional information, questions, etc., you may call any of the authors:

Jack Friedlander (805) 965-0581 (office)

C. Robert Pace (310) 825-4170 (office)

Penny Lehman (609) [REDACTED] (office)

771 3080

Or the CCSEQ program office at UCLA – for information, orders, etc.

[REDACTED]
Susan Swayze

[REDACTED]
(310) 206-1502

4
ERIC Clearinghouse for
Junior Colleges